

**MUNICIPAL CLERK
ATLANTA, GEORGIA**

AN ORDINANCE

BY COMMUNITY DEVELOPMENT/HUMAN RESOURCES COMMITTEE

**AN ORDINANCE ANTICIPATING AND APPROPRIATING
AND \$979,975.00 FOR THE SUMMER FOOD SERVICE
PROGRAM FOR THE PERIOD DECEMBER 1, 2004
THROUGH NOVEMBER 30, 2005; AND FOR OTHER
PURPOSES.**

WHEREAS, the State of Georgia's Bright From The Start: Department of Early Care & Learning (DECAL) has notified the City of Atlanta of the availability of funding for the Summer Food Service Program for Children in an amount not to exceed \$979,975.00 for the period December 1, 2004 through November 30, 2005; and

WHEREAS, the Budget Commission of the City of Atlanta, Georgia has recommended increasing estimated receipts in the Intergovernmental Grant Fund by \$979,975.00.

NOW, THEREFORE BE IT ORDAINED BY THE COUNCIL OF THE CITY OF ATLANTA, GEORGIA, AS FOLLOWS:

Section 1: That the 2005 (Intergovernmental Grant Fund) Budget, Office of Human Services be and is amended hereby as follows:

ADD TO ANTICIPATIONS

1B02	J53X0210ATX0	2005 Summer Food Service Program DECAL Agreement Numbers (08015 & 08076)	
	631101	Federal Grants/Entitlements	\$979,975.00

ADD TO APPROPRIATIONS

1B02	D25R0116ATX0	2005 Summer Food Service Program DECAL Agreement Numbers (08015 & 08076)	
	71****	Personnel Services	\$ 62,623.00
	72****	Other Services and Charges	\$162,401.00

1B02	D25R0151ATX0	2005 Summer Food Service Program Meal Preparation DECAL Agreement Numbers (08015 & 08076)	
	71****	Consumable Supplies	\$ 17,324.00
	72****	Other Services and Charges	\$613,500.00

1B02	D25X0204ATX0	2005 Summer Food Services Program DECAL Agreement Numbers (08015 & 08076)	
	71****	Personnel Services	\$118,002.00
	72****	Other Services and Charges	\$ 6,125.00

Total \$979,975.00

Section 2: That if and when there has been notification that this grant will not be awarded, all activities associated with this grant program will cease.

Section 3: That all ordinance and parts of ordinances in conflict herewith be and the same are repealed hereby.

City of Atlanta
2005 Summer Food Service Program
Anticipation and Appropriations
Pending City Council Approval

1B02 D25R0116ATX0	2005 SUMMER FOOD SERVICE PROGRAM DECAL AGREEMENT NUMBERS (08015 & 08076)		
CENTER ACCOUNT #	ACCOUNT	TITLE	APPROPRIATION
711003	SALARIES	EXTRA HELP	\$ 62,623.00
721101	SUPPLIES		\$162,401.00
TOTAL			\$225,024.00

1B02 D25R0151ATX0	2005 SUMMER FOOD SERVICE PROGRAM DECAL AGREEMENT NUMBERS (08015 & 08076)		
CENTER ACCOUNT #	ACCOUNT	TITLE	APPROPRIATION
721101	CONSUMABLE SUPPLIES		\$ 17,324.00
729002	OTHER SERVICES AND CHARGES	FOOD CONTRACT	\$613,500.00
TOTAL			\$630,824.00

1B02 D25X0204ATX0	2005 SUMMER FOOD SERVICE PROGRAM DECAL AGREEMENT NUMBERS (08015 & 08076)		
CENTER ACCOUNT #	ACCOUNT	TITLE	APPROPRIATION
711001	SALARIES	REGULAR	\$ 52,000.00
711003	SALARIES	EXTRA HELP	\$ 49,087.00
717111	FRINGE	(PENSION, HEALTH, DENTAL)	\$ 16,915.00
721101	SUPPLIES	CONSUMABLE	\$ 1,000.00
727005	AUTO ALLOWANCE		\$ 5,125.00
TOTAL			\$124,127.00
GRAND TOTAL			\$979,975.00

BRIGHT *from the* START

Georgia Department of Early Care and Learning



Fax

10 Park Place South, Suite 200
Atlanta, GA 30303
404-656-5957
<http://www.decal.state.ga.us>

Date: July 26, 2005

To: Mr. DeWitt Martin
City of Atlanta

From: Sophal Lackey

Phone: 404-817-6733

Phone: 404-651-8193

Fax: 404-853-4354

Fax: 404-651-7430

Total number of pages including cover sheet: 3

Comments:

Approval Letter with Revised Administrative Amount

The information contained in this transmission may be privileged or confidential and is intended only for the use of the individual or entity named above. If you have received this communication in error, please notify the above sender immediately by telephone.



BRIGHT FROM THE START
 Georgia Department of Early Care and Learning
 10 Park Place, Suite 200, Atlanta, Georgia 30303
 (404) 656-5957

Sonny Perdue
 GOVERNOR

Marsha H. Moore
 COMMISSIONER

To: DeWitt Martin, III
 City of Atlanta – Vended & Self-Prep

From: Sophal Lackey
 SFSP Manager

Re: Federal fiscal year 2005 SFSP Institution Application – Revised Budget

Date: July 26, 2005

Bright from the Start: Georgia Department of Early Care and Learning (DECAL) has approved your organization's application for Summer Food Service Program (SFSP) participation effective 05/31/2005 - 07/29/2005. The approved revised administrative budget total is \$52,076 for the Vended program and \$44,289.40 for the Self-Prep program. Please note that this will be the maximum amount of administrative reimbursement that City of Atlanta may receive during this fiscal year. All SFSP sponsors are encouraged to review and revise SFSP budget based on actual program operation prior to each claim submission. All budget revisions must first be approved by DECAL.

Per DECAL Policy SFSP/03-4 all organizations are required to submit all claims for reimbursement via DECAL's CNP 2000 web-based system. Please keep in mind that all original claims for reimbursement must be submitted to this office within 60 days of the end of the claim month. Claims not submitted within this timeframe will not be allowed unless under USDA's exception policy. See SFSP Policy 2 for more information. If unavoidable problems exist that prevent your organization from inputting a claim on CNP 2000 within the 60-day timeframe, you must contact the claims department at (404) 656-3325 for instructions on how to proceed and be sure to do this well before the 60-day time limit.

As prescribed by USDA, DECAL conducts a sponsor and site review of all new sponsors, sponsors with significant findings in 2004 and sponsors that fall in the 3-year review cycle. The purpose of these reviews will be to determine if the following standards are being met at the sponsor and site levels:

- The approved management plan is implemented as written;
- The policy statement is implemented as required;
- Civil rights requirements are in compliance;
- Procedures for daily, weekly and monthly record keeping meet minimum requirements;
- Records are correct and comply with retention requirements;
- Point of service meal counts are conducted for each approved meal service;
- Meal service is organized, supervised and conducted according to approved locations and times;
- Financial documentation using generally accepted accounting principles for all expenditures reimbursed by SFSP funds is maintained; and
- Local and state sanitation requirements are in compliance.
- For Closed Enrolled/Camp Sites: All income eligibility applications are complete and correctly approved;

Failure to have all records available on the day of the review may jeopardize participation in the SFSP and may adversely affect reimbursement. If you will be unavailable at any time, it is imperative that you leave someone in charge that can access the records. The following is a list of items needed for the review:

- Approved Agreement for Participation
- Sponsor/Site Agreements
- Letter of engagement of CPA firm or accountant (if applicable)
- SFSP Site Supervisor and Monitor Training Records (Agenda, Sign-In Sheets)
- Monitoring Forms (pre-ops, 1st week visits, site reviews, follow-ups and corrective action plans)
- Beneficiary Data Form
- Corrective Action Plans
- Daily Meal Count Forms
- Monthly Consolidated Forms
- Copies of Approved Menus
- Copies of Delivery Receipts
- Copies of Milk Receipts to verify proper quantities are served
- (Self-Prep) Milk Purchase Receipts
- (Self-Prep) Food Purchase Receipts
- Food Inventory Records
- (Self-Prep) Menu Production Worksheet
- (Vended/Central Kitchen) Record of Delivery Schedule
- (Vended): Contracts/Agreements/Copies of all bids, reason for selecting FSMC
- Record of Paid and Claimed Administrative Costs
- Record of Paid and Claimed Operating Costs
- Record of Program Income
- Record of Allocation Method for all shared and mixed costs.
- Payroll and time and attendance records for SFSP operating and admin. staff
- Rental Agreements
- Operating & Admin. Mileage Records
- Board Meeting Minutes: Private Nonprofits Only
- Documentation of SFSP Income and Expenses from the organization's financial management system
- Receipts, invoices, bills and cancelled checks for all rented or purchased items and services

Your organization will play an important role in improving the nutrition of Georgia's children. If you require any additional information regarding program operations, or if you have any questions regarding this approval package, please contact the SFSP Administrative Assistant at (404) 656-6411.

We look forward to a successful year and will keep you informed of any changes and improvement that will be made. Thank you for your interest in the Summer Food Service Program.

Enclosure

Cc: file

BRIGHT FROM THE START
Georgia Department of Early Care and Learning

SFSP Reimbursement Rates



Maximum Rate Per Meal

(In Whole or Fractions of U.S. Dollars)

Effective January 1, 2005 - December 31, 2005

Type of Meal Served	Operating Costs	Administrative Costs For Meals Served at	
		Self-preparation or Rural Sites	Other Types of Sites
Breakfast	\$ 1.42	\$ 0.1400	\$ 0.1125
Lunch or Supper	\$ 2.48	\$ 0.2600	\$ 0.2150
Supplement (Snack)	\$ 0.58	\$ 0.0700	\$ 0.0550

Operating Costs-allowed costs incurred by the sponsor for preparing and serving meals. These costs include, but are not limited to, cost of food used, nonfood supplies and space for service. Rural sites may include the costs that are directly incurred in transporting children from rural homes to rural food service sites.

Administrative costs-cost incurred by the sponsor for activities related to planning, organizing and administering the program. Generally, these costs are labor for administrative activities, rent for offices and equipment, travel insurance, communications and/or audits.

The sponsor will be reimbursed for the lower of the actual cost or the above maximum rate per meal for operating costs. Administrative costs will be reimbursed at the lower of cost, the maximum rate per meal, or the approved budget amount. All reimbursement will be net of any advances paid and /or any outstanding payment adjustments.

Legislative White Paper

Committee of Purview: Community Development/Human Resources

Caption: An Ordinance anticipating and appropriating \$979,975.00 for the Summer Food Service Program for the period December 1, 2004 through November 30, 2005, and for other purposes.

Council Meeting Date: September 6, 2005

Legislation Title: Summer Food Service Program

Requesting Dept.: Mayor/Office of Human Services

Contract Type: Reimbursable Contract

Source Selection: N/A

Bids/Proposals Due: N/A

Invitations Issued: N/A

Number of Bids/Proposals Received: N/A

Bidders/Proponents: N/A

Justification Statement: The State of Georgia's Bright From the Start: Department of Early Care & Learning (DECAL) has notified the City of Atlanta of the availability of funding for the Summer Food Service Program for Children under Federal Fiscal Year 2005 Summer Food Service program Institution Application.

Background: Same as above.

Fund Account Center: Will be identified after passage of Legislation by City Council.

Source of Funds: (Reimbursable) Bright From the Start: Georgia Department of Early Early Care & Learning (DECAL)

Fiscal Impact: General Fund/Reimbursable Contract (\$979,975.00)

Term of Contract: 1 year

Method of Cost Recovery: Reimbursable Contract State of Georgia's Department of Early Care & Learning (DECAL)

Approvals:

DOF: N/A

DOL: N/A

Prepared By: DeWitt W. Martin, III, Director of Summer Food Service Program

Contact Number: (404) 817-6733